

Millbrook High School Student Off-Campus Lunch Pass Application Process

Seniors and Juniors may begin submitting online applications for off-campus lunch passes on Tuesday, July 1, 2025. You may access the online application form at the end of this document. Students who have submitted an off-campus lunch pass application **and** paid the off-campus lunch pass fee prior to Friday, August 15, 2025 may retrieve passes at Guest Services window beginning Tuesday, August 19, 2025 through Friday, August 22, 2025. *School Cash Online is available for students to remit off-campus lunch pass payments.* Off-campus lunch passes are \$10.00 for initial passes.

Students who submit an application and pay the fee after Friday, August 22, 2025 will not be able to retrieve off-campus lunch passes during the first distribution window (Tuesday, August 19, 2025 through Friday, August 22, 2025). Applications submitted after Friday, August 22, 2025 will be distributed from Guest Services beginning Wednesday, August 27, 2025. Off-campus lunch passes distribution will occur only during the student's designated lunch period. No distribution will occur before school, during instructional class periods, or after school..

Requirements for Online Application:

- ❖ **Students must be classified as a senior or junior prior to submitting online applications.** Any student not identified as a senior or junior will have their application denied and the application will not be processed. Students who will be promoted after summer school must wait for your grade-level counselor to confirm promotion based on credits earned in summer school.
- ❖ **Students must submit payment for off-campus lunch passes prior to completing online application.** The application process requires the nine digit order number (numbers appearing after dash on receipt). Applications submitted without an order number will not be processed for distribution to students.
- ❖ **Students must provide contact information for parents/guardians consenting to off-campus lunch passes.** Parents/guardians must supply electronic signature confirmation acknowledging rules and regulations and consenting students have permission to leave campus during designated lunch period.

Important Information and Reminders:

- ❖ Applicants must remit payment prior to completing online application. The \$10.00 off-campus lunch pass fee may be submitted at this site: bit.ly/MHSSchoolCashOnline. *School Cash Online is available for students to remit off-campus lunch pass payments.* Students who owe fees & fines will not be allowed to participate in the selection process.

Contact our bookkeeper, Ms. Smith (rsmith20@wcpss.net or 919-850-8787 ext 21476) for questions on fees recorded. Fee payments may be remitted at this site: bit.ly/MHSSchoolCashOnline. Textbooks may be returned and processed through Guest Services.

- ❖ **Every senior or junior must have an off-campus lunch pass to be permitted to leave campus for lunch. Off-campus lunch passes must be presented daily when leaving campus. Being a senior or junior does not automatically provide you access to this privilege.** The application process confirms parental permission for seniors or juniors to leave campus for lunch.
- ❖ Inaccurate or incomplete applications will not be processed by Guest Services.
- ❖ **Students should use WakeID Portal to submit online applications.** You are also encouraged to use Google Chrome as your internet browser for uploads if you are not using WakeID Portal.
- ❖ During the academic year, students must remain in good academic and attendance status in order to retain off-campus lunch privileges. **A second semester off-campus lunch pass will be issued to students who remain in good academic standing and attendance (passing 6 out of 8 classes and no more than 10 total absences with fewer than 15 absences in any singular class).** Seniors on a modified-scheduled must still pass 6 classes regardless of the total number of classes on schedule.
- ❖ **Students identified with poor academic performance or poor attendance may have off-campus lunch privileges revoked at any time during the school year.**

WCPSS & Millbrook High School Off-Campus Lunch Pass

Rules & Regulations:

1. Off-campus lunch passes will not be issued to students with outstanding fees or fines from any WCPSS School.
2. Off-campus lunch pass fee is \$10.00 for initial pass. Students who lose a lunch pass may purchase a replacement for a \$20.00 fee. No more than two passes will be issued to a student before the privilege is revoked for the school year.
3. Students must remit payment for off-campus lunch passes through MHS School Cash Online (SCO). *School Cash Online is available for students to remit off-campus lunch pass payments.* Off-campus lunch passes applications require parental permission for students to obtain the privilege to leave campus during a student's designated lunch period. Parental permission is a part of the online application process.
4. Students who receive an off-campus lunch pass may not share lunch passes with another student. All eligible students (classified seniors and juniors) must obtain an off-campus lunch pass prior to leaving campus during designated lunch. Seniors/juniors without an off-campus lunch pass and all sophomores and freshmen must remain on campus for designated lunch period daily.

5. Students who receive an off-campus lunch pass must present their pass daily to designated school staff during the off-campus lunch pass checkpoints (designated exits from the school building to the parking lot).
6. During the academic year, students must remain in good academic and attendance status in order to retain off-campus lunch privileges. **A second semester off-campus lunch pass will be issued to students who remain in good academic standing and attendance (passing 6 out of 8 classes and no more than 10 total absences with fewer than 15 absences in any singular class).** Seniors on a modified-scheduled must still pass 6 classes regardless of the total number of classes on schedule.
7. Students who utilize an off-campus lunch pass are expected to return to school for the next instructional period. If a student becomes ill while off campus for lunch, parent/guardian must contact attendance staff to check the student out for the remainder of the instructional day. The student must present a parent's note to attendance staff upon returning to school. Failure to check out properly may be considered as an attendance violation (skipping).
8. Failure to comply and follow all school rules when leaving campus for lunch may result in a loss of privileges. The following violations may result in loss or revocation of privileges:
 - a. Returning to campus late for 3rd block
 - b. Leaving campus without a valid off-campus lunch pass
 - c. Leaving campus without participating in off-campus lunch pass check by school faculty & staff (including Allied Universal Officer or SRO).
 - d. Utilizing a falsified off-campus lunch pass
 - e. Driving or escorting students off campus for lunch who do not have lunch pass on their person at time of departing for lunch
 - f. Driving or escorting students off campus for lunch who is not permitted to leave campus for lunch
 - g. Performing poorly in multiple classes during school year
 - h. Obtaining excessive absences or tardies in one or more classes
 - i. Engaging in behavior that violates WCPSS Board of Education Policy 4309 - Student Behavior: Code of Student Conduct.
9. Supervision is limited in parking lots. Students utilizing off-campus lunch passes must leave campus during lunch periods. Students are not permitted to sit in student vehicles or loiter in other unauthorized areas during lunch periods. Students who return from off-campus lunch early must remain outside until the bell rings to transition to the next class period.
10. Students utilizing off-campus lunch passes may not bring outside food purchased into the building when returning to campus. This includes but is not limited to cafeteria, classrooms and collaborative spaces.
11. Students utilizing off-campus lunch passes may not purchase food for underclassmen or other eligible students who have not purchased an off-campus lunch pass.
12. Students utilizing off-campus lunch passes may not litter parking lots or other student vehicles when returning to campus from off campus lunch.

13. Students utilizing off-campus lunch passes may be subject to search when returning to campus if there is reasonable suspicion to believe the student possesses drugs and alcohol, student is under the influence of drugs and alcohol or possesses other contraband as outlined in WCPSS Board Policy 4309 & 6600).
14. Off-campus lunch passes may be revoked as a consequence for inappropriate behaviors.
15. Permission for students to leave campus for designated lunch periods is a privilege, not a right. Off-campus lunch passes may be temporarily suspended or permanently revoked for violation of school rules and policies including school attendance policies for class tardies. Please review all regulations regarding off-campus lunch passes.

MHS Off-Campus Lunch Pass Online Application